

# MEETING ACTION NOTES -

Present: Dan Pulcrano (Chair of Subcommittee),  
Karl Hoffower (Subcommittee Member), Lisa  
Herrick (Staff), Dottie Disher (Staff), Steve Turner  
(Staff), Barbara Conly (Staff)

City Hall Wing – 242

Agenda Item #	Description of Action Taken/Action Item	Owner's Name (if applicable)	Target Date (if applicable)
	Dottie Disher reported out the 9-4-7 Action Minutes.		
A. Old Business			
	Dottie Disher reported that each department does not have it's own checking account, but they do each have their own tracking of expenses,		
	Dottie Disher reported that each Council District and the Mayor's Office maintains their own in and out bound correspondence files.		
	Asked Staff for clarification of whether all bids and proposals are public and what technology was in place.	Steve Turner	10-16-07
	Lisa Herrick reported that the retention schedules were referred to the Public Records Subcommittee for action on 10-1-07.		
	Had previously asked Karl Hoffower to review the Police Department's retention schedule for any additional recommendations for posting on-line; Karl didn't have a chance to look into, will continue to the 10-16-07 meeting.	Karl Hoffower	10-16-07
	Steve Turner will find out the status of automated Police report writing in the field.	Steve Turner	10-16-07
	Karl Hoffower was asked to look at other cities police web sites – Chicago, Washington, DC, San Diego, Los Angeles and do some comparisons.	Karl Hoffower	10-16-07
	Barbara Conly reported out that the Granicus system voting feature was in beta testing, not released yet. Discussion surrounding capturing voting was going to be placed into Lisa Recommendations.		
	Lisa Herrick and Dan Pulcrano walked thru Subcommittee Recommendations that originated at the 9-2-07 meetings. Both agreed to edit as discussed. File was sent on to be agendized for the Task Force 10-18-07 meeting.		
A. New Business	Reviewed the Records Mgr. recruitment file. Unanimously endorsed this effort		
	Reviewed the previously submitted Public Referrals from summer 2006. Accepted as information.		
	Asked Staff to bring back the City's Email Policy for review.	Lisa Herrick	10-16-07

**NOTE:** If you have questions, please contact Dottie Disher, Office of the City Clerk, 535-1259.